



# Office of the City Clerk

Weekly Report – for Week Ending May 22, 2015

## OFFICE OF THE CITY CLERK – PROJECTS and STATUS

### City Primary/General 2015 Elections:

**Election Day!** - The General Municipal Election took place on Tuesday, May 19. Total ballots tallied on election day for the City and the Los Angeles Unified School District were 85,628 representing an overall 8.60% turnout and 13.93% turnout for the Council District race. Approximately 11,000 vote-by-mail and provisional ballots that came in on the day of the election will be processed during the canvass period. The canvassing began on May 20 and the final tally is to be completed no later than June 16.

**Election Day Call Center** - On May 19, the Election Division Call Center Operators took calls from 5:30 a.m. to 9:00 p.m. and logged 1,373 calls. The majority of calls received in the early morning hours were from Poll Workers reporting Polling Place problems. Most of the calls received throughout the day were from the public requesting the location of their polling place. Calls received in the evening were from the candidates and the media requesting Election Night information and results and from Troubleshooters and Inspectors reporting delays and/or problems at the Collection Depot.

### Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	0/2
Number of Notices/Publications	15
Number of Contracts Attested	30
Number of Council Files Created	41
Number of Claims Received	95
Number of Referrals	44
Number of Council Meetings	4
Number of Committee Meetings	6

### Neighborhood and Business Improvement Districts:

The Council adopted the Ordinance of Establishment for the reconfirmation of assessments for the Wilmington merchant-based Business Improvement District, the Ordinances of Intention for the proposed South Park II, and renewal of the Los Angeles Tourism Marketing District and Gateway to LA Business Improvement Districts.

The LADWP MOU Fund Review Committee reviewed 23 applications for funds with 19 approved (three applications were incomplete) for \$115,000. This program partners the LADWP with the Business Improvement Districts for communicating water conservation programs and plans to businesses.

**Council Agenda Builder System (Novus)** - A new Budget agenda template was created and is being implemented for the Budget Recap meetings. A back-end integration program is being developed to export the data onto the Council Vote system (DOVS). This will allow the staff to use Novus to manage the regular Council agendas separately from the Budget agendas.

## TOP ITEMS

- **General Municipal Election Held on Tuesday**
- **Various Business Improvement District Ordinances Approved**
- **Preparation for the Council Budget Vote is in Process**



# Office of the City Clerk

Weekly Report – for Week Ending May 22, 2015

**Council File Management System (CFMS)** - A script is being developed to check and index all PDF files that get uploaded onto the CFMS system. This will allow the text to be searchable when the file is opened. With the script in place, departments will no longer be required to index (OCR) the files before uploading them onto the Council Agenda Builder System.

**Fiscal** - Staff completed the final draft of contract for Records Storage Services and collaborated with Planning, Bureau of Engineering, and the City Attorney regarding street improvements related to the NBC Universal Development Agreement.

**AB1290/Council** - Staff received six (6) allocation requests; has 10 contracts in progress; has (1) contract closeout in process; closed out three (3) contracts; and processed 30 payments.

**General City Purposes** - Staff reviewed 53 GCP allocation requests; and processed 13 invoices for payment.

**Personnel** - Staff held eight (8) new employee orientations and one (1) exit interview and is coordinating with the Information Technology Agency for transition of new Councilmembers in CD 4 and 8.

**Research** - The Division provided assistance to the Economic & Workforce Development department as it researched several contracts executed by the Community Development Department. A researcher from UCLA reviewed annual reports and statistical materials from the police department. The Service Employees International Union researched audio tapes of the Budget & Finance Committee.

**Records Destruction** - The Records Management Division solicited the subscribers to our records destruction notifications for input on possible revisions to the City's records management program.

## ISSUES

None to report.

## UPCOMING. . . .

**Minimum Wage Ordinance** - The Final Ordinance creating the new minimum wage in Los Angeles will be tentatively scheduled for June 3, 2015.

**Election Final Tally** - The final tabulation of ballots remaining to be counted will take place no later than June 16, 2015. Certification to follow.